

CHIEF FINANCIAL OFFICER (CFO)

DEFINITION

Under supervision of the Board of Directors, responsible for all aspects of District accounting and management information services. The Chief Financial Officer (CFO) shall carry out the functions of the Accountant defined in the California Public Utilities Code Section 16111(b).

POSITION AND DUTIES

Perform capably in all aspects of public agency accounting, including preparation of effective financial reports, and preparation for annual audit. The CFO shall install and maintain a system of auditing and accounting which completely and at all times shows the financial condition of the District. The CFO shall draw all warrants to pay demands made against the District when the demands have first been approved by a majority of the Board of Directors. The CFO shall oversee the accounting and administrative departments. Communicate on a professional level with District Board of Directors, management, other governmental agencies, and District auditor. Supervise department personnel, and work effectively as part of the management team.

Perform all accounting and financial record-keeping procedures, train personnel in accounting/bookkeeping functions; evaluate performance of subordinates; prepare and finalize all reports to the Board of Directors and management on financial matters, and maintain effective internal control. Work with General Manager (CEO) in budget preparation and review. Participate in conferences with public and private agencies on accounting matters. Responsible for all payroll functions, water and sewer billing, accounts receivable and accounts payable, purchasing, bank reconciliation and cash flow, and monthly financial reports. Administer District data processing resources, and prepare requests for reimbursement from County, State, and Federal agencies.

ABILITY

Ability to work cooperatively with others, to complete detailed hands-on accounting functions; to develop creative financial reports; provide for maximum effective use of District data processing equipment; to deal tactfully and courteously with the public; to represent District financial position to other outside agencies as required; to assist in the development of a new computerized accounting and management information system.

QUALIFICATIONS

Bachelor's Degree in Accounting, or closely related field, and five years experience in a position requiring direct involvement in public agency accounting, supervision of personnel, and demonstrated computer literacy.

LICENSE

Possession of a valid California or Nevada Driver's license with driving record acceptable to the District, and the District's insurance carrier.